

Dear ----- :

Thank you for the proposal that you have submitted to the Community Preservation Act Committee. When you present your projects to the Committee, we ask that you have them as fully fleshed out as possible. Please make every effort to include the following:

- Complete details of anticipated costs.
- Whether or not the project is a multi-year or multi-phase one, and what funds will be needed for each year or phase.
- Other sources of funding.
- A timeline of anticipated start and completion dates.
- The current status of the project, if it is the continuation of a multi-year or multi-phase one.

We have decided on the following schedule of presentation of proposals:

January 21, 2010: Affordable Housing
 Historical Commission

February 4, 2010: Open Space
 Recreation

Please try to limit your presentation to 30 minutes. We also ask that supporting written materials be submitted at least five days in advance to the Committee so that we will have adequate time to review them and formulate comments and questions.

While we realize that there will be inevitable unknowns and last-minute changes for some projects, we nonetheless will be disinclined to support projects that are constantly changing and that do not present the full scope of the project or that present it at the last minute.

We also ask that, if you have presented several projects for our consideration, that you rank them in order of importance and priority, and that you provide a rationale for such ranking. This year we have received requests for more than double the amount of available funding, and thus will not be able to recommend all requests. Your help in prioritizing projects will make our task less difficult.

We thank you again for your proposals, and very much look forward to your presentations in the new year.

Peter Jessop, Chair
Community Preservation Act Committee